

**ELA TOWNSHIP BOARD MEETING
THURSDAY, JANUARY 8, 2004
7:30P.M.
Village of Lake Zurich Board Meeting Room
70 East Main Street
Lake Zurich, Il.
Approved 2-12-04**

1. Call To Order

The meeting was called to order at 7:42p.m.

2. Roll Call

Present: Supervisor Tinerella, Clerk Prouty, Trustees Black, Burch, and Sullivan. Also present was the Highway Commissioner Kruckenberg, Assessor Hoffman and Senior Director Neuschel. Trustee Knudtson was absent.

3. Pledge of Allegiance

The Board led the audience in the Pledge of Allegiance.

4. Public Comment

There were no public comments at this time.

5. Approval of Meeting Minutes for: Social Worker (12/8), Regular Board Meeting (12/11) and Public Hearing for the Road District Levy (12/16)

Supervisor Tinerella's motion to approve the minutes, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black voted aye (only if they were the minutes that were presented in the board packet) Trustees Burch and Sullivan also voted aye and the motion carried 4 to 0.

Trustee Black stated that she believed the minutes should be prepared by the Clerk and presented to the entire Board for approval or revisions at the Board meeting and not revised piece meal fashion before the Board Meeting.

The purpose of our approval is not to remove things that were said at the meeting or to add things that were not said at the meeting-but to review the minutes to see only if they are an accurate reflection of what actually happens at the meeting.

6. Approval of Disbursement Audit 12-12-03 to 1-7-04

<u>General Town</u>	<u>\$104,859.80</u>
<u>General Road</u>	<u>\$14,040.05</u>
<u>Perm Road</u>	<u>\$34,402.61</u>
<u>Park Main.</u>	<u>\$87.85</u>

Total Expenditures \$153,390.31

Supervisor Tinerella's motion to approve the Board audit 12-12-03 to 1-7-04, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black (voted aye as long as the bills are paid on time), Burch and Sullivan all voted aye and the motion carried 4 to 0.

Supervisor Tinerella stated that she firmly believes that the Highway Commissioner would be better off to pay cash instead of leases for purchased items especially when the Township has the cash since we are paying double the finance charges compared to what we are earning on cash on hand.

Highway commissioner Kruckenberg had a lot of concerns that his bills were not being paid on time and he did not think the late charges should be coming out of his budget. The policy that was passed was brought up again and the bills are suppose to be paid the following Monday after being approved at the board meeting the previous Thursday.

Highway Commissioner Kruckenberg wanted to know how could the C.F.O. made a mistake of not taking out enough withholding tax since July (referring to a memo that was sent out 1-2-04) and where were the Township auditors and finance manager.

7. Approval of Line Item Transfers

Road

Remove \$3638.02 from line item 40545-Streetlights - into the following

Transfer \$3313.41 to line item 40570-Road Signs-Julie-Meteor Logix

Transfer \$100.16 to line item 40561-Gasoline-Oil

Transfer \$224.45 to line item 40562-Operating Supplies

General Town Fund

Remove \$20,000 from line item -15540-Omni to line item 16520-maintenance to pay YMCA.

Supervisor Tinerella's motion to approve the line item transfers, seconded by Trustee Burch. This motion was tabled to the end of the meeting, because only one Board member (Trustee Burch) received the information on the line item transfers before the meeting. This was not done at the end of the meeting.

8. Supervisor and Treasure's Reports

The Supervisor decided not to give a report at this time.

9. “55 Plus” Senior Director Neuschel Report

This report will be attached to the back of the minutes.

The Senior Director thanked everyone who helped at the Happy Holiday Dinner Dance.

The Senior Director added that there were 185 participants at the Marriott Nutcracker Play on December 26, 2003.

Trustee Burch inquired if the warming oven was back in working order at the Senior Center.

The Senior Director stated it was back working and the YMCA was having power surges and this cause the appliance to go out.

Trustee Sullivan inquired if Jake Reiser of the Wednesday Senior Club had received a credit card for purchases and the Senior Director said yes and everything was working out just fine.

10. “ATTIC”- Youth Drop-In Center Report

This report was received and will be attached to the back of the minutes.

Supervisor Tinerella added that she had received a call from the school district that the Bus service from Middle School North when it moves to Hawthorn Woods will be providing a bus for the children wishing to attend the Attic Youth Center. Right now most of the Attic’s attendees walk to the Youth Center from the in town schools. A bus has been delivering children from the Middle School South to the center for the last year and a half.

Also the Youth Director will be setting up meetings in the future with various people in the community and the board for brainstorming some ideas that can further enhance the Ela Township Youth program and he also will be working on some promotional fliers.

Trustee Black added that she has been working with the Youth Director Phil Carona on the kids not having to have a letter from their parents every time they want to ride on the bus. They could have a letter that would entitle the children to ride the bus all school year.

11. Communication Manager’s Report

This report was received and attached to the back of the minutes.

The Board will discuss this report in more detail under New Business agenda 16.

12. Road Commissioner’s Report

Highway Commissioner Kruckenberg stated that every thing was going good at the Highway Department.

Everything is going well with the Township’s intergovernmental agreement with Deer Park for snow plowing. We have two trucks there and three trucks in Ela Township unincorporated area. The Bus service is running very well. The Highway Commissioner had a few answering statements to make on the comments made previously by the Supervisor on leases. **Some facts:** We bought a Jetter with Fremont Township last year on a lease purchase and the Jetter costs \$35,000 and we split the cost as Fremont did not have all the money for the Jetter, so we leased it on two year payment and it costs the Township not even two thousand to lease and a saving of half the money by sharing the cost with Fremont. So we saved approximately \$16,000 by spending \$2000.00. The Low Pro Truck we purchased last year was bought on a three year lease purchase and that was because one of the truck that was built for snow plowing was unsafe to be put on the road. We needed to replace the unsafe truck and being short of funds because of other projects in the Road district budget.

And he felt that it was safer to purchase a new truck on a lease purchase, instead of taking a chance of injuring someone with the unsafe truck since that truck had been in the ditch numerous times and had four transmissions, plus the drive shafts and rear ends replaced. He did this all for a safety factor.

The lease purchase I did for the Deer Park truck, because we have a contract with Deer Park along with Cuba Township for \$80,000 plus to do their snow plowing over a five-year agreement. I felt that it wasn't right to take money out of Ela Township Highway Fund to purchase a truck to plow snow in Deer Park, so I was using Deer Park's money to pay for the truck. And I have presented all this information to the Board numerous times, but the Supervisor has to keep questioning me on my leases, if you have questions why don't you come to my office and ask me. You are always telling me to come to Administration office if I have a problem.

Supervisor Tinerella replied that she was just making a comment.

The Highway Commissioner stated that at the end of this year it would be the first time that the Highway department has ever brought in an income of \$85,000 other than taxpayer's money.

Supervisor replied that when you have cash, that it is better to pay off your debt.

Highway Commissioner replied that if we have so much cash, why don't you, pay the bills on time.

Supervisor answered that she just looks at the big numbers.

Highway Commissioner stated that little numbers added up to big numbers.

Supervisor stated that she was more concerned about the \$50,000 and \$94,000.

Highway commissioner stated that that was a lease agreement to plow snow in Deer Park for five years so why should we take money from Ela Township residents to buy a truck for Deer Park.

Supervisor stated because Deer Park is a part of Ela Township also. And I look at things differently.

Highway Commissioner replied that he takes care of unincorporated areas first.

13. Bus Service Report

The Bus service report was included in the Highway Commissioner report previously.

14. Assessor's Report

Ela Township is the first to close the books for the year. We had a total of 477 appeals, which is a little higher than normal and that is probably because we received an average increase of 10%.

1. Assessor Hoffman called Trustee Burch about the maintenance on her side of the building, as she has complained about this condition since the election and nothing has been done about it. Her employees have been running space heaters and they can only run one at a time because the fuses blow. So they take turns to heat up their spaces at 15 minutes intervals and Eileen usually just keeps her coat on all day. I am asking Supervisor (as she is in charge of maintenance) again for this problem to be taken care of.

2. The Federal withholding memo dated 1-2-04 -to all Township elected officials. It has just come to my attention that a new Federal withholding Tax schedule that went in effect in July 2003 was not implemented in the pay roll system until this week - therefore the change will first be noticed on the elected official pay roll for January and on all the employee paychecks on the next payroll run. Number one the employees should have been notified. The change was that the Township has been taking too much money out and this is taking money out of employee's pockets. They could have had that money in a bank and drawing interest on it. The Supervisor is the one that always nickel and dimes, and I personally want a complete accounting for my staff and myself of what this difference would be, also there is a new tax coming in effect for 2004.

I raise the same question as the Highway Commissioner, we have a Chief Financial Officer and a Finance Manager and we have auditors coming in looking at the books. There has to be checks and balances in this government office especially when dealings with money be it 5 cents or 5 hundred dollars and the checks and balances have failed under your regime in your office, and it needs to be corrected.

Supervisor Tinerella stated that she contacted the I.R.S. because she was concerned when she learned of this mistake and they said that this happens quite often and there has been no new circulars E being published by the Federal government since we have been in office. This is the first time that this has happened and it was in the Summertime. It probably averaged ten dollars a paycheck and they said be glad that it is this way because they are going to be getting more money back whenever they file their taxes.

Assessor Hoffman stated that this still was a financial error that happened in your office and she knows a lot of people in the business field that this didn't happen to and in fact the Assessor will do a survey on the other 18 Townships and she will call all the Supervisors in Lake County and see if this mistake happened in their Townships.

Supervisor Tinerella replied that this mistake came up and she made every one aware of it and so here we are.

Trustee Black wanted to know how this could have occurred since July and who was supposed to implement this procedure?

Supervisor Tinerella answered that our bookkeeping people that do our payroll and our staff does it.

Trustee Black asked who's in charge of our staff and how does this work?

Supervisor Tinerella replied that normally it would go through the software company AMS to our bookkeeper and he would tell her how to change files in our payroll system.

Trustee Black still asked the Supervisor who was in charge of the staff that was in charge of the payroll and if on the agenda you refer to yourself as the C.F.O. of the Township and if that stands for Chief Financial Officer, and what responsibility do you have for not implementing this requirement?

Supervisor Tinerella replied that an error has been made and an error has been fixed. Do you want me to tell you about these things or maybe I should just let it go by and probably no one would have even noticed.

Trustee Burch answered Assessor Hoffman question on the office heat problem and he said the problem is that the roof top unit is located near the center of the building and normally the heat contractor installs the thermostat. This was installed to close to the furnace It is not expensive and can be repaired.

The Assessor suggested putting in fans for circulation.

15. Township Board Committee Reports

Youth and Family Services-Trustee Black

1. There were no meetings over the Holidays.
2. Will be discussing Social worker aspect in closed session.
3. Am meeting with the Youth Director on improvements at the Youth center.
4. Trustee Black congratulated the Highway Commissioner Bill Kruckenberg for his nomination by the Lake Zurich area Chamber of Commerce of Outstanding Public Official

Parks and Recreation -Trustee Burch

1. That before the snow arrived, Eric Malinowski (Eagle Scout Candidate of Troop 309) completed the installation of the four benches in Knox Park and he also poured the foundation for the Flagpole. He will turn 18 in March it was necessary for him to put plantings in also.
2. Giovanni Efling has completed installing four benches at Knigge Park.

UNFINISHED BUSINESS

16. Township Website-discussion, update and consideration to remove password

Supervisor stated that there is still more work to be done on the Website. The website is a living document and it will always be constantly changing. She would like the password removed and let the final changes take place.

Trustee Black stated she has been working with Mr. Huntsha and feels that the website is not ready to go and until it is ready we should not go on line.

Trustee Burch stated that it looks fantastic and he had made a campaign promise of a website, and it should go on line for the few dollars that it would cost.

Trustee Black stated that she is the contact to work with Mr. Huntsha on the website and until the corrections are made it should not go online.

Assessor Hoffman stated that she had made a recommendation that could pose a legal issue if it went online like that. The change could cause problems.

Trustee Burch's motion to have Trustee Black get together next week with Mr. Huntsha and implement all the changes that Board wants, and get the website online and remove the pass word before the next Board meeting, seconded by Trustee Black.

Discussion

Supervisor Tinerella stated that changes that Trustee Black wanted were not valid as she wanted ordinances changed and that she was adding herself to committees that she was not appointed to.

Trustee Black replied that there is a committee with the wrong names and the Ordinance for Social service was left off.

Roll Call: Trustees Burch, Black, Sullivan and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

17. Township Social Worker-discussion and possible action.

This agenda item will be discussed in closed session.

NEW BUSINESS

18. Social Agency Funding-discussion of funding requests for FY2004

At this the Township has received funding requests for approximately \$165,530.00.

At this time a few representatives from different agencies addressed the Board.

1. Harry Wells of Omni- he informed the Board of his resignation from Omni Youth Services after 31 years and he will be accepting a new job with the Chicago Youth Centers in Chicago.
2. Sharon Larson of A Safe Place
3. Barb Evans of C.A.C.
4. John Buckner S.R.A.C.L.C.
5. Lisa Schiro of Barrington Youth Services
6. Robert Dimond of Family Services of South Lake County.

19. Closed Executive Session- (continuation from 6:15 session)for purposes of discussing Minutes, Personnel, Possible Pending Litigation and/or Land Acquisition

At 9:03

Supervisor Tinerella's motion to return to Executive Closed session for the purpose of Minutes, Personnel, Possible Pending Litigation and/or Land Acquisition, seconded by Trustee Burch. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Sullivan all voted aye and the motion carried 4 to 0.

20. Consideration to take action on items discussed in executive session and consideration to approve executive meeting minutes from 9/10, 9/22, 10/9, 11/13, and 12/03

Trustee Black's motion to authorize the Youth and Family Services Chairman, to extend an offer of employment to fill our Township Social Worker position as discussed in Executive Session, seconded by Trustee Burch. Roll Call: Trustee Black, Burch and Sullivan all voted aye and the motion carried 3 to 0 and 1 abstention by Supervisor Tinerella.

Trustee Black stated that the Supervisor's article in the Newspaper gave out information that was discussed in executive sessions.

Trustee Black's motion to publicly reprimand Supervisor Tinerella for taking action detrimental to the Township, seconded Trustee Sullivan. Roll Call: Trustee Black, Burch, and Sullivan all voted aye and the motion carried 3 to 0 Supervisor Tinerella did not vote.

Trustee Burch's motion to approve the Executive Session minutes of 9/10-9/22-10/09-11/12- and 12/11/03 with changes and 9/10/03 can be released all others are to be held, seconded by Trustee Black. Roll Call: Trustees Burch, Black and Sullivan all voted aye and the motion carried 3 to 1. Supervisor Tinerella voted nay.

Highway Commissioner Kruckenberg asked the Board to make a motion that all his bills get paid this month on time and for them to be mailed out the following Monday after the Thursday Board meeting not the following Friday.

Trustee Burch's motion that all the Highway Departments bills be paid according to the policy that was adopted, seconded by Trustee Black. Roll Call: Trustees Burch, Black, Sullivan and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

Highway Commissioner Kruckenberg stated that in closed session he was going to discuss some personnel issues, but I refuse now, because the packet was sent out with an Executive Session agenda attached to the top and it stated personnel issues with the Highway Commissioner name on it. All my staff saw this when my packet was picked up by my secretary at the Township office and was laid on my desk. There were two people that overheard the Supervisor tell some one in the audience that the Ela Township Board was going back into closed session to fire an employee.

21. Adjournment

Trustee Sullivan's motion to adjourn at 10:06p.m., seconded by Trustee Black. Roll Call: Trustees Sullivan, Black, Burch and Supervisor Tinerella all voted aye and the motion carried 4 to 0.